

RLD REPORT TO SUBMIT IN TAP

Go to the TAP website at <https://tap.dor.mt.gov/#1>

Type “Username” and “Password”

Click “Login”

Taxpayer Access Point Montana Department of Revenue

Welcome to Taxpayer Access Point (TAP)

Individual

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

Business

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Login Features

Unclaimed Property
Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

Liquor

- Vendor Calculator
- Vendor Calculator - UP
- License Search
- Server Training Submit
- Server Training Search
- Login Features

LOGIN [Forgot my Password](#)

Username

Password **Required**


Authorization Code:

SIGN UP FOR ACCOUNT ACCESS

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

After logging in to your account you will be at the Account Details screen.

Click on "Account ID" to access the RLD Submission.

Taxpayer Access Point  **Montana Department of Revenue**

Menu **Log Off**

Home
Back
Help

TAS **Toggle Log**

RunDate: 05-Feb-2014
Last Request: 253ms

View My Profile
Add Access to Another Account

NAMES AND ADDRESSES

Montana Tax Number
Balance

Legal Name
DBA Name
Location Address
Mailing Address


ACCOUNTS¹ **REQUESTS⁰** **WEB MESSAGING⁰** **LETTERS²²⁸**

MY ACCOUNTS¹

ACCOUNTS **Hide History** **Filter**

Account ID	Account Type	Name	Frequency	Address	Balance
LIQ	Agcy Liq Str		Weekly-Wed		

Click on "Submit RLD".

Taxpayer Access Point  **Montana Department of Revenue**

Menu **Log Off**

Home
Back
Help

TAS **Toggle Log**

RunDate: 05-Feb-2014
Last Request: 1122ms

View Back Orders
Submit RLD
Submit Credit for DEF
Submit Credit for OOS
Make a Payment


Account ID: LIQ

Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustn
		12-Feb-2014	31-Jan-9999	NEW				
213582	Change Order	05-Feb-2014		Confirmed				
213576	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon	
213501	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon	
213394	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon	
213395	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon	
213265	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon	
213257	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon	
213163	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon	
213152	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon	

This will bring you to the Liquor RLD Summary screen.

Click ["Click Here to Complete Liquor RLD"](#)

Taxpayer Access Point  **Montana Department of Revenue**

Menu [Log Off](#) [Submit](#) [Save and finish later](#) [Cancel](#)

[Home](#)
[Back](#)
[Help](#)

TAS [Toggle Log](#)
RunDate: 05-Feb-2014
Last Request: 772ms

Liquor RLD Summary

Store Number:
Reporting Period: [Change Reporting Period:](#) ☐
Total Posted Sales:
Total Discount:
Total Adjusted Sales: [No Data Submitted](#)

[***Click Here to Complete Liquor RLD***](#)




The Accounts will be listed under ["License Number"](#) and ["Business Name"](#). Enter the amount in the ["Posted Sales"](#) and ["Discount"](#) fields and press enter. ["Adjusted Sales"](#) will auto-populate.

RLD Table

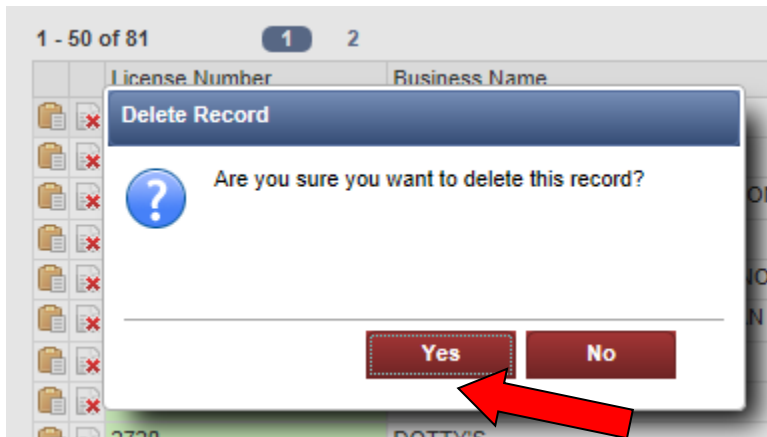
Location: Store Number: Reporting Period:

Total Posted Sales: Total Discount: Total Adjusted Sales:

1 - 50 of 81 [1](#) [2](#)

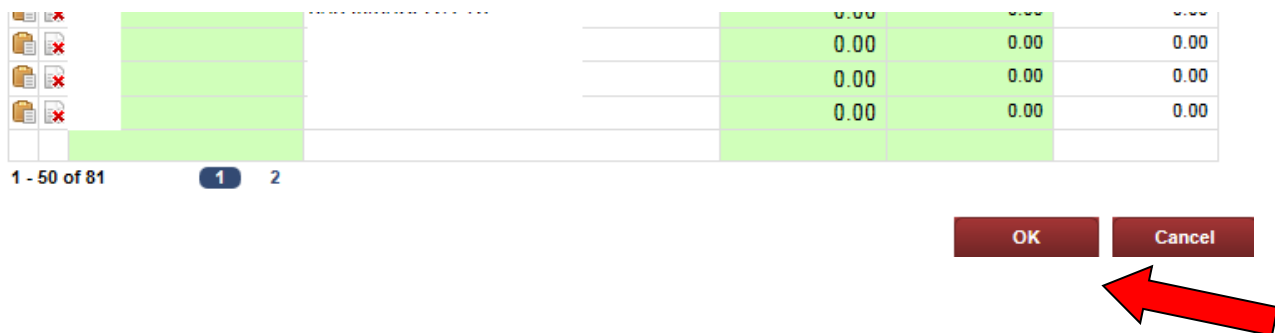
	License Number	Business Name	Posted Sales	Discount	Adjusted Sales
	<input type="text"/>		0.00	0.00	0.00
	<input type="text"/>		0.00	0.00	0.00
	<input type="text"/>		0.00	0.00	0.00

If you want to **Delete** an Account, Click the **Trash Can** on the left side of the Account's License Number and Click "Yes" or "No". You can add an Account by typing the License Number at the bottom of the screen in the blank field.




When you have completed entering, Click **OK** at the bottom of the screen. Click **Cancel** if you don't want to save. If you cancel you will have to start your RLD over.

Click **Ok**. This will take you back to the Liquor RLD Summary screen. Once you are done entering your RLD.



Click "Submit".

Taxpayer Access Point  **Montana Department of Revenue**

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 05-Feb-2014
Last Request: 772ms

Liquor RLD

Summary

Store Number:	<input type="text"/>
Reporting Period:	Jan 2014
Total Posted Sales:	0.00
Total Discount:	0.00
Total Adjusted Sales:	0.00


Change Reporting Period: ☐

No Data Submitted

Click Here to Complete Liquor RLD

Submit Save and finish later Cancel

If you need to finish later, Click "Save and Finish Later" and come back at a later time to complete entering for submittal.

Taxpayer Access Point  **Montana Department of Revenue**

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 05-Feb-2014
Last Request: 772ms

Liquor RLD

Summary

Store Number:	<input type="text"/>
Reporting Period:	Jan 2014
Total Posted Sales:	0.00
Total Discount:	0.00
Total Adjusted Sales:	0.00

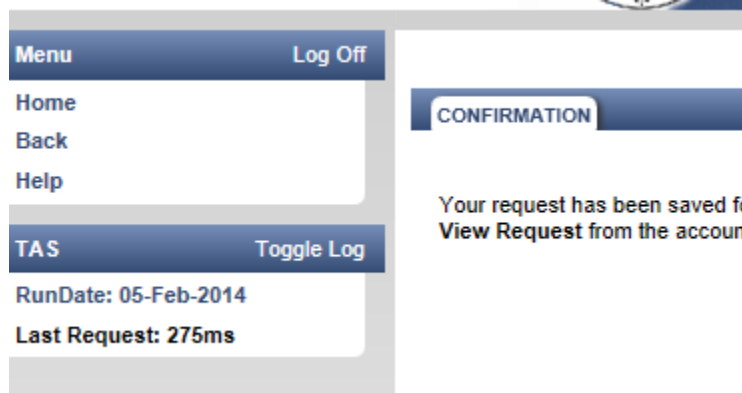
Change Reporting Period: ☐

No Data Submitted

Click Here to Complete Liquor RLD

Submit Save and finish later Cancel

Save and finish later confirmation. This will take you to the confirmation page.



Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 05-Feb-2014
Last Request: 275ms

CONFIRMATION

Your request has been saved fi
View Request from the account

Click "Ok". This takes you back to "Processed and Pending Customers Orders screen.

To go back to your Accounts Summary screen to complete entering your RLD, Click "Requests" tab.



Taxpayer Access Point

Montana Department of Revenue

Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 05-Feb-2014
Last Request: 253ms

View My Profile
Add Access to Another Account

NAMES AND ADDRESSES

Montana Tax Number
Balance

Legal Name
DBA Name
Location Address
Mailing Address

ACCOUNTS¹ REQUESTS⁰ WEB MESSAGING⁰ LETTERS²²⁸

MY ACCOUNTS¹

MY ACCOUNTS

Account ID	Account Type	Name	Frequency	Address	Balance
LIQ	Agcy Liq Str		Weekly-Wed		

To complete and submit your request, Click on [“RLD Submission for Period _____ to complete.”](#)

Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 05-Feb-2014
Last Request: 120ms

View My Profile
Add Access to Another Account

NAMES AND ADDRESSES

Montana Tax Number
Balance

Legal Name
DBA Name
Location Address
Mailing Address

ACCOUNTS¹ REQUESTS¹ WEB MESSAGING⁰ LETTERS²²⁸

BEING EDITED¹ SEARCH

BEING EDITED

Created	Account	Id	Period	Title	Status	Tracking #
05-Feb-2014	Agcy Liq Str		.LIQ	RLD Submission for Period Jan 2014	Saved	1-156-876-800

Click [“Change”](#) and Click [“Click Here to Complete Liquor RLD”](#) to complete entering your information.

Taxpayer Access Point

Montana Department of Revenue

Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 05-Feb-2014
Last Request: 687ms

Change Withdraw

Request Information

Status
Logon
Montana Tax Number
Name
Agency Liquor Store Account
Date

To edit or submit this request select the **Change** button.

Liquor RLD

Summary

Store Number:

Reporting Period: Change Reporting Period: ☐

Total Posted Sales:

Total Discount:

Total Adjusted Sales:

[***Click Here to Complete Liquor RLD***](#)

Once your RLD is complete, click the Submit button

This brings you to the Liquor RLD Summary screen. When finished Click “Submit” takes you to the confirmation screen. Click “Ok” takes you to the Accounts Summary screen.

Click “Log Off” when finished.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point interface. The header includes the state seal and the text "Taxpayer Access Point" and "Montana Department of Revenue". The left sidebar contains a "Menu" with links to Home, Back, and Help, and a "TAS" section with "Toggle Log", "RunDate: 05-Feb-2014", and "Last Request: 772ms". The main content area is titled "Liquor RLD Summary" and contains a form with the following fields:

Store Number:	
Reporting Period:	Jan 2014
Total Posted Sales:	0.00
Total Discount:	0.00
Total Adjusted Sales:	0.00

Below the form, there is a link: [***Click Here to Complete Liquor RLD***](#). To the right of the form, there is a "Change Reporting Period:" label with a checkbox. At the bottom right, a yellow box displays the message "No Data Submitted". At the top right, there are three buttons: "Submit", "Save and finish later", and "Cancel". A red arrow points to the "Log Off" button in the sidebar, and another red arrow points to the "Submit" button.